

The Town of  
Woodside

September 30, 2017

Mr. Bruce H. Wolfe  
Executive Officer  
San Francisco Bay Regional Water Quality Control Board  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

Subject: **Town of Woodside**  
FY 2016/17 Annual Report

Dear Mr. Wolfe:

This letter and Annual Report with attachments is submitted by the Town of Woodside pursuant to Permit Provision C.17.a of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2009-0074, NPDES Permit No CAS612008 issued by the San Francisco Bay Regional Water Quality Control Board. The Annual Report provides documentation of compliance activities conducted during FY 2016/17 and related accomplishments.

P.O. Box 620005  
2955 Woodside Road  
Woodside CA 94062

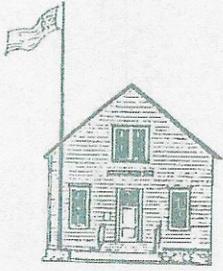
Please contact Sean Rose at (650) 851-6790 regarding any questions or concerns.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Sean Rose", written over a horizontal line.

Sean Rose  
Town Engineer

650-851-6790  
Fax: 650-851-2195  
townhall@woodsidetown.org



The Town of  
Woodside

## Town of Woodside FY 2016/17 ANNUAL REPORT

### Certification Statement

"I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted, is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

#### Signature of Duly Authorized Representative:

P.O. Box 620005  
2955 Woodside Road  
Woodside CA 94062

  
Sean Rose, Town Engineer

9/21/2017  
Date

**Table of Contents**

<b>Section</b>	<b>Page</b>
Section 1 – Permittee Information.....	1-1
Section 2 – Provision C.2 Municipal Operations.....	2-1
Section 3 – Provision C.3 New Development and Redevelopment.....	3-1
Section 4 – Provision C.4 Industrial and Commercial Site Controls.....	4-1
Section 5 – Provision C.5 Illicit Discharge Detection and Elimination.....	5-1
Section 6 – Provision C.6 Construction Site Controls.....	6-1
Section 7 – Provision C.7 Public Information and Outreach.....	7-1
Section 9 – Provision C.9 Pesticides Toxicity Controls.....	9-1
Section 10 – Provision C.10 Trash Load Reduction.....	10-1
Section 11 – Provision C.11 Mercury Controls.....	11-1
Section 12 – Provision C.12 PCBs Controls.....	12-1
Section 13 – Provision C.13 Copper Controls.....	13-1
Section 15 – Provision C.15 Exempted and Conditionally Exempted Discharges.....	15-1

Section 1 – Permittee Information

Background Information			
<b>Permittee Name:</b>	Town of Woodside		
<b>Population:</b>	5,287 (2010 Census)		
<b>NPDES Permit No.:</b>	CAS612008		
<b>Order Number:</b>	R2-2015-0049		
<b>Reporting Time Period (month/year):</b>	July 2016 through June 2017		
<b>Name of the Responsible Authority:</b>	Sean R. Rose	<b>Title:</b>	Town Engineer
<b>Mailing Address:</b>	2955 Woodside Road		
<b>City:</b>	Woodside	<b>Zip Code:</b>	94062
		<b>County:</b>	San Mateo
<b>Telephone Number:</b>	(650) 851-6790	<b>Fax Number:</b>	650-851-2195
<b>E-mail Address:</b>	<a href="mailto:srose@woodsidetown.org">srose@woodsidetown.org</a>		
<b>Name of the Designated Stormwater Management Program Contact (if different from above):</b>	- Sindhi Mekala	<b>Title:</b>	Associate Engineer
<b>Department:</b>	Public Works		
<b>Mailing Address:</b>	2955 Woodside Road		
<b>City:</b>	Woodside	<b>Zip Code:</b>	94062
		<b>County:</b>	San Mateo
<b>Telephone Number:</b>	(650) 851-6790	<b>Fax Number:</b>	650-851-2195
<b>E-mail Address:</b>	<a href="mailto:smekala@woodsidetown.org">smekala@woodsidetown.org</a>		

**Section 2 - Provision C.2 Reporting Municipal Operations**

**Program Highlights and Evaluation**  
 Highlight/summarize activities for reporting year:

**Summary:**  
 The Town of Woodside is a rural town consisting of wooded hillsides and narrow county roads. The Town of Woodside does not have a storm drain system, as many other jurisdictions do, and relies on natural creeks and earthen channels to facilitate drainage to the San Francisco Bay. Because of its unique rural landscape, the Town utilizes different methods to maintain public facilities than the methods utilized by urban municipalities. The Town uses a combination of in-house maintenance staff as well as outside contractors to conduct street and road repairs and maintenance. Inspections are conducted by Town staff to ensure that the Town remains in compliance during work activities.

Refer to C.2 Municipal Operations section of the Program's FY 16-17 Annual Report for a description of activities implemented at the countywide and/or regional level.

**C.2.a. ► Street and Road Repair and Maintenance**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of debris and waste materials during road and parking lot installation, repaving or repair maintenance activities from polluting stormwater
<b>Y</b>	Control of concrete slurry and wastewater, asphalt, pavement cutting, and other street and road maintenance materials and wastewater from discharging to storm drains from work sites.
<b>Y</b>	Sweeping and/or vacuuming and other dry methods to remove debris, concrete, or sediment residues from work sites upon completion of work.

Comments:  
**The Town uses in-house maintenance staff as well as outside contractors to conduct street and road repairs and maintenance. Town staff conduct inspections to ensure that appropriate BMPs are implemented during these activities. The California Stormwater Quality Association Stormwater Best Management Practice Handbook is used by Town staff and contractors for street and road repair and maintenance projects that fall under the jurisdiction of this permit.**

**C.2.b. ► Sidewalk/Plaza Maintenance and Pavement Washing**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>NA</b>	Control of wash water from pavement washing, mobile cleaning, pressure wash operations at parking lots, garages, trash areas, gas station fueling areas, and sidewalk and plaza cleaning activities from polluting stormwater
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<b>NA</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs
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Comments:

**The Town currently owns a small parking lot of approximately 12,000 SF, located near the Town Hall facility, which is monitored on an ongoing basis and cleaned and maintained as needed. This parking lot was not constructed with standard curb and gutter. On certain occasions that cleaning and maintenance is necessary, the Town ensures that proper BMP's are in place to capture and collect wash water. The Town does not currently utilize mobile cleaners and will adopt and implement the BASMAA Surface Cleaner Program if mobile cleaners are considered in the future.**

**C.2.c. ► Bridge and Structure Maintenance and Graffiti Removal**

Place a **Y** in the boxes next to activities where applicable BMPs were implemented. If not applicable, type **NA** in the box and provide an explanation in the comments section below. Place an **N** in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.

<b>Y</b>	Control of discharges from bridge and structural maintenance activities directly over water or into storm drains
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<b>Y</b>	Control of discharges from graffiti removal activities
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<b>Y</b>	Proper disposal for wastes generated from bridge and structure maintenance and graffiti removal activities
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<b>Y</b>	Implementation of the BASMAA Mobile Surface Cleaner Program BMPs for graffiti removal
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<b>Y</b>	Employee training on proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
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<b>NA</b>	Contract specifications requiring proper capture and disposal methods for wastes generated from bridge and structural maintenance and graffiti removal activities.
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Comments:

**The Town did not perform bridge and structural maintenance and graffiti removal during this reporting period. Graffiti occurs rarely on the Town's bridges and structures and is painted over instead of manually removed by washing or mechanical methods. In the event washing is necessary, Town staff will utilize the BASMAA Pollution from Surface Cleaning Program BMPs to ensure proper capture and disposal of graffiti removal waste is implemented.**

C.2.e. ► Rural Public Works Construction and Maintenance			
Does your municipality own/maintain rural <sup>1</sup> roads:		<input checked="" type="checkbox"/> Y	<input type="checkbox"/> No
If your answer is <b>No</b> then skip to <b>C.2.f.</b>			
Place a <b>Y</b> in the boxes next to activities where applicable BMPs were implemented. If not applicable, type <b>NA</b> in the box and provide an explanation in the comments section below. Place an <b>N</b> in the boxes next to activities where applicable BMPs were not implemented for one or more of these activities during the reporting fiscal year, then in the comments section below provide an explanation of when BMPs were not implemented and the corrective actions taken.			
<input checked="" type="checkbox"/> Y	Control of road-related erosion and sediment transport from road design, construction, maintenance, and repairs in rural areas		
<input checked="" type="checkbox"/> Y	Identification and prioritization of rural road maintenance based on soil erosion potential, slope steepness, and stream habitat resources		
<input checked="" type="checkbox"/> Y	No impact to creek functions including migratory fish passage during construction of roads and culverts		
<input checked="" type="checkbox"/> Y	Inspection of rural roads for structural integrity and prevention of impact on water quality		
<input checked="" type="checkbox"/> Y	Maintenance of rural roads adjacent to streams and riparian habitat to reduce erosion, replace damaging shotgun culverts and excessive erosion		
<input checked="" type="checkbox"/> Y	Re-grading of unpaved rural roads to slope outward where consistent with road engineering safety standards, and installation of water bars as appropriate		
<input type="checkbox"/> NA	Inclusion of measures to reduce erosion, provide fish passage, and maintain natural stream geomorphology when replacing culverts or design of new culverts or bridge crossings		
Comments including listing increased maintenance in priority areas: <b>The Town has continued implementation of the required BMPs on rural roads to minimize road-related erosion that could impact water quality and riparian habitat. Regular inspections are conducted to ensure that potential erosion areas are adequately stabilized and appropriate erosion control measures are implemented.</b>			

<sup>1</sup>Rural means any watershed or portion thereof that is developed with large lot home-sites, such as one acre or larger, or with primarily agricultural, grazing or open space uses.

**C.2.f. ► Corporation Yard BMP Implementation**

Place an **X** in the boxes below that apply to your corporation yard(s):

<input checked="" type="checkbox"/>	We do not have a corporation yard
<input type="checkbox"/>	Our corporation yard is a filed NOI facility and regulated by the California State Industrial Stormwater NPDES General Permit
<input type="checkbox"/>	We have a <b>Stormwater Pollution Prevention Plan (SWPPP)</b> for the Corporation Yard(s)

Place an **X** in the boxes below next to implemented SWPPP BMPs to indicate that these BMPs were implemented in applicable instances. If not applicable, type **NA** in the box. If one or more of the BMPs were not adequately implemented during the reporting fiscal year then indicate so and explain in the comments section below:

<input type="checkbox"/>	<b>NA</b> Control of pollutant discharges to storm drains such as wash waters from cleaning vehicles and equipment
<input type="checkbox"/>	<b>NA</b> Routine inspection prior to the rainy seasons of corporation yard(s) to ensure non-stormwater discharges have not entered the storm drain system
<input type="checkbox"/>	<b>NA</b> Containment of all vehicle and equipment wash areas through plumbing to sanitary or another collection method
<input type="checkbox"/>	<b>NA</b> Use of dry cleanup methods when cleaning debris and spills from corporation yard(s) or collection of all wash water and disposing of wash water to sanitary or other location where it does not impact surface or groundwater when wet cleanup methods are used
<input type="checkbox"/>	<b>NA</b> Cover and/or berm outdoor storage areas containing waste pollutants

Comments:  
**The Town has a small parking lot to store minimal town equipment and does not perform equipment maintenance. The Town does not have a material storage area or a fueling station and vehicle service and repair is contracted with the City of Redwood City.**

If you have a corporation yard(s) that is not an NOI facility, complete the following table for inspection results for your corporation yard(s) or attach a summary including the following information:

Corporation Yard Name	Corp Yard Activities w/ site-specific SWPPP BMPs	Inspection Date <sup>2</sup>	Inspection Findings/Results	Date and Description of Follow-up and/or Corrective Actions
NA	NA	NA	NA	NA

<sup>2</sup> Minimum inspection frequency is once a year during September.

**Section 3 - Provision C.3 Reporting New Development and Redevelopment**

**C.3.b.iv.(1) ► Regulated Projects Approved Prior to C.3 Requirements**

(For FY 2016-17 Annual Report only) Does your agency have any Regulated Projects that were approved with no Provision C.3 stormwater treatment requirements under a previous MS4 permit and that did not begin construction by January 1, 2016 (i.e., that are subject to Provision C.3.b.i.(2))?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
If yes, complete attached Table C.3.b.iv.(1).				

**C.3.b.iv.(2) ► Regulated Projects Reporting**

Fill in attached table **C.3.b.iv.(2)** or attach your own table including the same information.  
**No Regulated Projects were approved during the FY 16/17 reporting period.**

**C.3.e.iv. ► Alternative or In-Lieu Compliance with Provision C.3.c.**

Is your agency choosing to require 100% LID treatment onsite for all Regulated Projects and not allow alternative compliance under Provision C.3.e.?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
Comments (optional): <b>NA</b>				

**C.3.e.v. ► Special Projects Reporting**

1. In FY 2016-17, has your agency received, but not yet granted final discretionary approval of, a development permit application for a project that has been identified as a potential Special Project based on criteria listed in MRP Provision C.3.e.ii.(2) for any of the three categories of Special Projects (Categories A, B or C)?	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
2. In FY 2016-17, has your agency granted final discretionary approval to a Special Project? If yes, include the project in both the <b>C.3.b.iv.(2)</b> Table, and the <b>C.3.e.v.</b> Table.	<input type="checkbox"/>	<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>
<b>NA</b>				

**C.3.h.v.(2) ► Reporting Newly Installed Stormwater Treatment Systems and HM Controls (Optional)**

On an annual basis, before the wet season, provide a list of newly installed (installed within the reporting year) stormwater treatment systems and HM controls to the local mosquito and vector control agency and the Water Board. The list shall include the facility locations and a description of the stormwater treatment measures and HM controls installed.

**NA. There were no newly installed Stormwater Treatment Systems/HM Controls in FY 16/17.**

**C.3.h.v.(3)(a)–(c) and (f) ► Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

**Not Applicable. There are no Regulated Projects within the town.**

Site Inspections Data	Number/Percentage
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the previous fiscal year (FY15-16)	<b>0</b>
Total number of Regulated Projects (including offsite projects, and Regional Projects) in your agency's database or tabular format at the end of the reporting period (FY 16-17)	<b>0</b>
Total number of Regulated Projects (including offsite projects, and Regional Projects) for which O&M verification inspections were conducted during the reporting period (FY 16-17)	<b>0</b>
Percentage of the total number of Regulated Projects (including offsite projects, and Regional Projects) inspected during the reporting period (FY 16-17)	0% <sup>3</sup>

<sup>3</sup> Based on the number of Regulated Projects in the database or tabular format at the end of the previous fiscal year (FY 15-16), per MRP Provision C.3.h.ii.(6)(b).

**C.3.h.v.(3)(d)-(e) ▶ Installed Stormwater Treatment Systems Operation and Maintenance Verification Inspection Program Reporting**

Provide a discussion of the inspection findings for the year and any common problems encountered with various types of treatment systems and/or HM controls. This discussion should include a general comparison to the inspection findings from the previous year.

Summary:  
**NA. There are no Regulated Projects within the Town.**

Provide a discussion of the effectiveness of the O&M Program and any proposed changes to improve the O&M Program (e.g., changes in prioritization plan or frequency of O&M inspections, other changes to improve effectiveness program).

Summary:  
**NA. There are no Regulated Projects within the Town.**

**C.3.h.v.(4) ▶ Enforcement Response Plan**

(For FY 2016-17 Annual Report only) Has your agency completed an Enforcement Response Plan for all O&M inspections of stormwater treatment measures by July 1, 2017?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If No, provide schedule for completion: **NA**

**C.3.i. ► Required Site Design Measures for Small Projects and Detached Single Family Home Projects**

On an annual basis, discuss the implementation of the requirements of Provision C.3.i, including ordinance revisions, permit conditions, development of standard specifications and/or guidance materials, and staff training.

Summary:  
**The Town has a strict policy on any alterations of the natural drainage pattern. Per Town Ordinance, site development permits are required when private property owners propose to increase impervious surface or alter the drainage pattern. Applicants are required to provide drainage calculations and mitigation measures to ensure that localized and total post development flows do not exceed pre-development flows. Additionally, all projects detain and discharge-disperse-infiltrate run-off to landscaped areas since the Town does not have a piped SD or a channel system. Run-off from projects mimic the natural drainage patterns.**

Percolation systems are encouraged and all discharge locations are provided with required BMPs. The Town includes the “Storm Water Checklist for Small Projects” along with the “Site Development Permit” application for the development projects to be completed as part of the project submittals.

BASMAA prepared standard specifications in four fact sheets regarding the site design measures listed in Provision C.3.i, as a resource for Permittees. We have modified local ordinances/policies/procedures and forms/checklists to require all applicable projects approved after December 1, 2012 to implement at least one of the site design measures listed in Provision C.3.i.

**C.3.j.i.(5)(a) ► Green Infrastructure Framework or Work Plan**

<i>(For FY 2016-17 Annual Report only)</i> Was your agency's Green Infrastructure Framework or Work Plan approved by the agency's governing body, mayor, city manager, or county manager by June 30, 2017?	Yes, approval documentation attached	X	No
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If Yes, describe approval process and documentation:  
**NA**

If No, provide schedule for completion:  
**The Town's Green Infrastructure Workplan was approved by the Town Manager on September 21, 2017. The approved Green Infrastructure Workplan is attached in Appendix A.**

**C.3.j.i.(5)(d) ► Green Infrastructure Outreach**

On an annual basis, provide a summary of your agency's outreach and education efforts pertaining to Green Infrastructure planning and implementation.

Summary:

**The Town's General Plan encourages the use of green elements to be incorporated in the design of projects. The Town's Architectural Site Review Board reviews private development projects for compliance with the Town's General Plan. In addition, please refer to the SMCWPPP FY 16-17 Annual Report for a summary of outreach efforts implemented.**

**C.3.j.ii.(2) ► Early Implementation of Green Infrastructure Projects**

On an annual basis, submit a list of green infrastructure projects, public and private, that are already planned for implementation during the permit term and infrastructure projects planned for implementation during the permit term that have potential for green infrastructure measures. Include the following information:

- A summary of planning or implementation status for each public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. (see C.3.j.ii.(2) Table B - Planned Green Infrastructure Projects).
- A summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. For any public infrastructure project where implementation of green infrastructure measures is not practicable, submit a brief description of the project and the reasons green infrastructure measures were impracticable to implement (see C.3.j.ii.(2) Table A - Public Projects Reviewed for Green Infrastructure).

Background Information:

Describe how this provision is being implemented by your agency, including the process used by your agency to identify projects with potential for green infrastructure, if applicable.

**The Town's General Plan sections (Conservation Element and Sustainability Element) includes the use of natural drainage systems, preservation of natural states, incorporation of green elements, and recycling programs. The Town's Architectural Site Review Board reviews project designs to ensure compliance with elements of the General Plan.**

**Currently, the Town's storm drain system consists of earthen drainage swales along the roadway that eventually discharge in to creeks. The storm drains convey flows from one side of the street to the other. Rock dissipators are installed on the downstream ends to dissipate energy and reduce the potential erosion. Private developers and engineers are encouraged to maximize undisturbed areas within the project limits as well as incorporate natural features when feasible.**

**The Town of Woodside reviewed its CIP list using the BASMAA guidance to identify potential projects that can be considered for early implementation of Green Infrastructure. The CIP list is shown on Table C.3.j.ii(2) – Table A – Public Projects.**

Summary of Planning or Implementation Status of Identified Projects:

**See attached Tables C.3.j.ii.(2)-A and C.3.j.ii.(2)-B for the required information.**

**C.3.j.iii.(2) ► Participate in Processes to Promote Green Infrastructure**

On an annual basis, report on the goals and outcomes during the reporting year of work undertaken to participate in processes to promote green infrastructure.

**Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of efforts conducted to help regional, State, and federal agencies plan, design and fund incorporation of green infrastructure measures into local infrastructure projects, including transportation projects.**

**C.3.j.iv.(2) ► Tracking and Reporting Progress**

On an annual basis, report progress on development and implementation of methods to track and report implementation of green infrastructure measures and provide reasonable assurance that wasteload allocations for TMDLs are being met.

**Please refer to the SMCWPPP FY 16-17 Annual Report for a summary of methods being developed to track and report implementation of green infrastructure measures.**

<b>C.3.b.iv.(1) ► List of Regulated Projects Approved Prior to C.3 Requirements</b>			
<b>Project Name Project No.</b>	<b>Project Location<sup>4</sup>, Street Address</b>	<b>Type of Stormwater Treatment Required<sup>5</sup></b>	<b>Type of Exemption Granted<sup>6</sup></b>
NA	NA	NA	NA

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<sup>4</sup> Include cross streets

<sup>5</sup>Indicate the stormwater treatment system required, if applicable

<sup>6</sup> Indicate the type for exemption, if applicable. For example, the project was previously approved with a vesting tentative map, or the Permittee has no legal authority to require changes to previously granted approvals (such as previously granted building permits).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 1) –  
 Projects Approved During the Fiscal Year Reporting Period**

Project Name Project No.	Project Location <sup>7</sup> , Street Address	Name of Developer	Project Phase No. <sup>8</sup>	Project Type & Description <sup>9</sup>	Project Watershed <sup>10</sup>	Total Site Area (Acres)	Total Area of Land Disturbed (Acres)	Total New Impervious Surface Area (ft <sup>2</sup> ) <sup>11</sup>	Total Replaced Impervious Surface Area (ft <sup>2</sup> ) <sup>12</sup>	Total Pre- Project Impervious Surface Area <sup>13</sup> (ft <sup>2</sup> )	Total Post- Project Impervious Surface Area <sup>14</sup> (ft <sup>2</sup> )
<b>Private Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
<b>Public Projects</b>											
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: NA											

<sup>7</sup>Include cross streets

<sup>8</sup>If a project is being constructed in phases, indicate the phase number and use a separate row entry for each phase. If not, enter "NA".

<sup>9</sup>Project Type is the type of development (i.e., new and/or redevelopment). Example descriptions of development are: 5-story office building, residential with 160 single-family homes with five 4-story buildings to contain 200 condominiums, 100 unit 2-story shopping mall, mixed use retail and residential development (apartments), industrial warehouse.

<sup>10</sup>State the watershed(s) in which the Regulated Project is located. Downstream watershed(s) may be included, but this is optional.

<sup>11</sup>All impervious surfaces added to any area of the site that was previously existing pervious surface.

<sup>12</sup>All impervious surfaces added to any area of the site that was previously existing impervious surface.

<sup>13</sup>For redevelopment projects, state the pre-project impervious surface area.

<sup>14</sup>For redevelopment projects, state the post-project impervious surface area.

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –  
 Projects Approved During the Fiscal Year Reporting Period  
 (private projects)**

Project Name Project No.	Application Deemed Complete Date <sup>15</sup>	Application Final Approval Date <sup>16</sup>	Source Control Measures <sup>17</sup>	Site Design Measures <sup>18</sup>	Treatment Systems Approved <sup>19</sup>	Type of Operation & Maintenance Responsibility Mechanism <sup>20</sup>	Hydraulic Sizing Criteria <sup>21</sup>	Alternative Compliance Measures <sup>22/23</sup>	Alternative Certification <sup>24</sup>	HM Controls <sup>25/26</sup>
<b>Private Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA

<sup>15</sup>For private projects, state project application deemed complete date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>16</sup>For private projects, state project application final discretionary approval date. If the project did not go through discretionary review, report the building permit issuance date.

<sup>17</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>18</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>19</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>20</sup>List the legal mechanism(s) (e.g., O&M agreement with private landowner; O&M agreement with homeowners' association; O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>21</sup>See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>22</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>23</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>24</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>25</sup>If HM control is not required, state why not.

<sup>26</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.b.iv.(2) ► Regulated Projects Reporting Table (part 2) –  
 Projects Approved During the Fiscal Year Reporting Period  
 (public projects)**

Project Name Project No.	Approval Date <sup>27</sup>	Date Construction Scheduled to Begin	Source Control Measures <sup>28</sup>	Site Design Measures <sup>29</sup>	Treatment Systems Approved <sup>30</sup>	Operation & Maintenance Responsibility Mechanism <sup>31</sup>	Hydraulic Sizing Criteria <sup>32</sup>	Alternative Compliance Measures <sup>33/34</sup>	Alternative Certification <sup>35</sup>	HM Controls <sup>36/37</sup>
<b>Public Projects</b>										
NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Comments: NA										

<sup>27</sup>For public projects, enter the plans and specifications approval date.

<sup>28</sup>List source control measures approved for the project. Examples include: properly designed trash storage areas; storm drain stenciling or signage; efficient landscape irrigation systems; etc.

<sup>29</sup>List site design measures approved for the project. Examples include: minimize impervious surfaces; conserve natural areas, including existing trees or other vegetation, and soils; construct sidewalks, walkways, and/or patios with permeable surfaces, etc.

<sup>30</sup>List all approved stormwater treatment system(s) to be installed onsite or at a joint stormwater treatment facility (e.g., flow through planter, bioretention facility, infiltration basin, etc.).

<sup>31</sup>List the legal mechanism(s) (e.g., maintenance plan for O&M by public entity, etc...) that have been or will be used to assign responsibility for the maintenance of the post-construction stormwater treatment systems.

<sup>32</sup>See Provision C.3.d.i. "Numeric Sizing Criteria for Stormwater Treatment Systems" for list of hydraulic sizing design criteria. Enter the corresponding provision number of the appropriate criterion (i.e., 1.a., 1.b., 2.a., 2.b., 2.c., or 3).

<sup>33</sup>For Alternative Compliance at an offsite location in accordance with Provision C.3.e.i.(1), on a separate page, give a discussion of the alternative compliance site including the information specified in Provision C.3.b.v.(1)(m)(i) for the offsite project.

<sup>34</sup>For Alternative Compliance by paying in-lieu fees in accordance with Provision C.3.e.i.(2), on a separate page, provide the information specified in Provision C.3.b.v.(1)(m)(ii) for the Regional Project.

<sup>35</sup>Note whether a third party was used to certify the project design complies with Provision C.3.d.

<sup>36</sup>If HM control is not required, state why not.

<sup>37</sup>If HM control is required, state control method used (e.g., method to design and size device(s) or method(s) used to meet the HM Standard, and description of device(s) or method(s) used, such as detention basin(s), bioretention unit(s), regional detention basin, or in-stream control).

**C.3.h.v.(2) ► Table of Newly Installed<sup>38</sup> Stormwater Treatment Systems and Hydromodification Management (HM) Controls (Optional)**

Fill in table below or attach your own table including the same information.

Name of Facility	Address of Facility	Party Responsible <sup>39</sup> For Maintenance	Type of Treatment/HM Control(s)
NA	NA	NA	NA

<sup>38</sup> "Newly Installed" includes those facilities for which the final installation inspection was performed during this reporting year.

<sup>39</sup> State the responsible operator for installed stormwater treatment systems and HM controls.

C.3.e.v. ► Special Projects Reporting Table												
Reporting Period – July 1 2016 - June 30, 2017												
Guidance: Provide all information indicated in the table. Do not leave blank cells in the table. If any of the indicated information is not available, please explain (for example, "Information is not yet available due to the preliminary phase of design.")												
Project Name & No.	Permittee	Address	Application Submittal Date <sup>40</sup>	Status <sup>41</sup>	Description <sup>42</sup>	Site Total Acreage	Gross Density DU/Acre	Density FAR	Special Project Category <sup>43</sup>	LID Treatment Reduction Credit Available <sup>44</sup>	List of LID Stormwater Treatment Systems <sup>45</sup>	List of Non-LID Stormwater Treatment Systems <sup>46</sup>
None	NA	NA	NA	NA	NA	NA	NA	NA	Category A: <b>NA</b> Category B: NA Category C: <b>NA</b> Location: Density: Parking:  <b>NA</b>	Category A: <b>NA</b> Category B: <b>NA</b> Category C: <b>NA</b> Location: Density: Parking:  <b>NA</b>	Indicate each type of LID treatment system and % of total runoff treated.  <b>NA</b>	Indicate each type of non-LID treatment system and % of total runoff treated. Indicate whether minimum design criteria met or certification received  <b>NA</b>

<sup>40</sup>Date that a planning application for the Special Project was submitted.

<sup>41</sup> Indicate whether final discretionary approval is still pending or has been granted, and provide the date or version of the project plans upon which reporting is based.

<sup>42</sup>Type of project (commercial, mixed-use, residential), number of floors, number of units, type of parking, and other relevant information.

<sup>43</sup> For each applicable Special Project Category, list the specific criteria applied to determine applicability. For each non-applicable Special Project Category, indicate n/a.

<sup>44</sup>For each applicable Special Project Category, state the maximum total LID Treatment Reduction Credit available. For Category C Special Projects also list the individual Location, Density, and Minimized Surface Parking Credits available.

<sup>45</sup>: List all LID stormwater treatment systems proposed. For each type, indicate the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area.

<sup>46</sup>List all non-LID stormwater treatment systems proposed. For each type of non-LID treatment system, indicate: (1) the percentage of the total amount of runoff identified in Provision C.3.d. for the Special Project's drainage area, and (2) whether the treatment system either meets minimum design criteria published by a government agency or received certification issued by a government agency, and reference the applicable criteria or certification.

**Special Projects Narrative**  
**None**

**C.3.j.ii.(2) ► Table A - Public Projects Reviewed for Green Infrastructure**

Project Name and Location <sup>47</sup>	Project Description	Status <sup>48</sup>	GI Included? <sup>49</sup>	Description of GI Measures Considered and/or Proposed or Why GI is Impracticable to Implement <sup>50</sup>
2015 Road Rehabilitation Project	Resurface existing AC Roadway, digouts, and striping	Completed FY 15-16	No	GI is impractical since due to the work being limited to rehabilitation of the existing roadway
Town Center Sewer Pump Station Improvements	Rehabilitate Sanitary Sewer Pump Station	Construction Ongoing	No	The project scope includes installation of a new wet well and replacement of the existing pumps with submersible pumps. Non-stormwater utility projects do not have GI potential.
2016 Road Rehabilitation Project	Resurface existing AC Roadway, digouts, and striping	Completed FY 16-17	No	GI is impractical since due to the work being limited to rehabilitation of the existing roadway.
2017 Road Rehabilitation Project	Resurface existing AC Roadway, digouts, and striping	Construction Planning	No	GI is impractical since due to the work being limited to rehabilitation of the existing roadway.

<sup>47</sup> List each public project that is going through your agency's process for identifying projects with green infrastructure potential.

<sup>48</sup> Indicate status of project, such as: beginning design, under design (or X% design), projected completion date, completed final design date, etc.

<sup>49</sup> Enter "Yes" if project will include GI measures, "No" if GI measures are impracticable to implement, or "TBD" if this has not yet been determined.

<sup>50</sup> Provide a summary of how each public infrastructure project with green infrastructure potential will include green infrastructure measures to the maximum extent practicable during the permit term. If review of the project indicates that implementation of green infrastructure measures is not practicable, provide the reasons why green infrastructure measures are impracticable to implement.

**C.3.j.ii.(2) ► Table B - Planned and/or Completed Green Infrastructure Projects**

Project Name and Location <sup>51</sup>	Project Description	Planning or Implementation Status	Green Infrastructure Measures Included
Annual Storm Drain Improvements	Rehabilitate existing storm drain culverts	Construction Ongoing	The Town's existing storm drain system consists of earthen drainage swales and storm drain culverts along the roadway that eventually discharge into the creeks. The culverts also help to carry flows from one side of the road to the other. Rock dissipators have been installed at the downstream of the storm drain system and will be replaced in kind.

<sup>51</sup> List each planned (and expected to be funded) public and private green infrastructure project that is not also a Regulated Project as defined in Provision C.3.b.ii. Note that funding for green infrastructure components may be anticipated but is not guaranteed to be available or sufficient.

Section 4 – Provision C.4 Industrial and Commercial Site Controls

**Program Highlights and Evaluation**

Highlight/summarize activities for reporting year:

Summary:

The Town of Woodside continues to implement and update the Business Inspection Plan (BIP). SMCEH is contractually providing business inspections for the Town. The Town's plan to conduct SW inspections beginning January 1, 2018 when the CEH agreement ends. Potential new facilities that may fall under the jurisdiction of the permit is identified through the business license process.

The Town of Woodside conducted the following activities within the reporting year:

- Updated the Town's business stormwater inspection list in June 2017, using the latest business license list. Several businesses were added to the list as potential C.4 regulated businesses, and will be reviewed further via in-person site visits to assess whether the businesses are in fact C.4 regulated.
- Updated the Town's Business Inspection Plan (BIP) and Enforcement Response Plan (ERP), using templates provided by SMCWPPP.
- Participated in the SMCWPPP CII Subcommittee.

In addition, the Town took the following actions to respond to the Regional Water Board's January 30, 2017 C.4 and C.5 Compliance Letter:

- Updated the BIP and ERP by June 30<sup>th</sup>, 2017.
- The Town took steps to modify its business lists and inspection procedures to ensure that the C.4 inspection program encompassed C.4 regulated businesses not inspected by CEH inspectors.

Refer to the C.4 Industrial and Commercial Site Controls section of the SMCWPPP FY 16-17 Annual Report for a description of Program activities.

**C.4.b.iii. ► Potential Facilities List**

List below or attach your list of industrial and commercial facilities in your Inspection Plan to inspect that could reasonably be considered to cause or contribute to pollution of stormwater runoff.

Street Number	Street Name	City	Name	Site Address
5055	Farmhill	Woodside	Caltrans-Woodside	5055 Farmhill Blvd
17285	SKYLINE	WOODSIDE	MOUNTAIN TERRACE	17285 SKYLINE BLVD
17287	SKYLINE	WOODSIDE	SKYWOOD TRADING POST	17287 SKYLINE BLVD
17288	SKYLINE	WOODSIDE	ALICES STATION	17288 SKYLINE BLVD
2300	WOODSIDE	WOODSIDE	MENLO COUNTRY CLUB	2300 WOODSIDE RD
2925	WOODSIDE	WOODSIDE	GILBERTS PIONEER HOTEL SALOON	2925 WOODSIDE RD
2950	WOODSIDE	WOODSIDE	WOODSIDE CHEVRON	2950 WOODSIDE RD
2955	WOODSIDE	WOODSIDE	TOWN OF WOODSIDE	2955 WOODSIDE RD
2967	WOODSIDE	WOODSIDE	VILLAGE PUB	2967 WOODSIDE RD
2993	WOODSIDE	WOODSIDE	FIREHOUSE BISTRO	2993 WOODSIDE RD
3015	WOODSIDE	WOODSIDE	ROBERTS OF WOODSIDE	3015 WOODSIDE RD
3062	WOODSIDE	WOODSIDE	BUCKS RESTAURANT	3062 WOODSIDE RD
3111	WOODSIDE	WOODSIDE	WOODSIDE FIRE PROTECTION DIST	3111 WOODSIDE RD
3340	WOODSIDE	WOODSIDE	LITTLE STORE	3340 WOODSIDE RD
	WOODSIDE RD & HWY 280	Woodside	PG&E: WOODSIDE SUBSTATION	WOODSIDE RD & HWY 280
3052	WOODSIDE	Woodside	The Village Bakery	3052 WOODSIDE RD

Note: Facilities which are located in unincorporated areas, or are outside of the Town limits, have been removed from this list.

**C.4.d.iii.(2)(a) & (c) ► Facility Inspections**

Fill out the following table or attach a summary of the following information. Indicate your reporting methodology below.

<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.

	Number	Percent
Total number of inspections conducted (C.4.d.iii.(2)(a))	5	
Number of enforcement actions or discreet number of potential and actual discharges	0	
Violations Enforcement actions or discreet number of potential and actual discharges resolved within 10 working days or otherwise deemed resolved in a longer but still timely manner (C.4.d.iii.(2)(c))	0	NA

Comments:  
**SMCEH Inspectors conduct routine commercial and industrial site stormwater inspections at sites based on High, Medium, and Low priorities. If a violation or discharge is observed, a description of the violation is noted on the Inspection Report Form. If the violation cannot be cleared at the time of original inspection, a copy of the Inspection Report Form is given to a Stormwater Technician for follow up. Follow up inspections are routinely conducted within 10 days or within a reasonable time frame.**

**C.4.d.iii.(2)(b) ► Frequency and Type of Enforcement Conducted**

Fill out the following table or attach a summary of the following information.

	Enforcement Action (as listed in ERP) <sup>52</sup>	Number of Enforcement Actions Taken
Level 1	Verbal Warning	0
Level 2	Warning Notice / Notice of Violation	0
Level 3	Administrative Action	0
Level 4	Legal Action	0
<b>Total</b>		<b>0</b>

<sup>52</sup>Agencies to list specific enforcement actions as defined in their ERPs.

**C.4.d.iii.(2)(d) ► Frequency of Potential and Actual Non-stormwater Discharges by Business Category**

Fill out the following table or attach a summary of the following information.

Business Category <sup>53</sup>	Number of Actual Discharges	Number of Potential Discharges
Food Facilities	0	0
Hazardous Material / Hazardous Waste	0	0
Utility Facilities (i.e. Fire Station)	0	0

**C.4.d.iii.(2)(e) ► Non-Filers**

List below or attach a list of the facilities required to have coverage under the Industrial General Permit but have not filed for coverage:

**No industries were identified as non-filers during FY 16-17.**

<sup>53</sup>List your Program's standard business categories.

<b>C.4.e.iii. ► Staff Training Summary</b>						
<b>Training Name</b>	<b>Training Dates</b>	<b>Topics Covered</b>	<b>No. of Industrial/ Commercial Site Inspectors in Attendance</b>	<b>Percent of Industrial/ Commercial Site Inspectors in Attendance</b>	<b>No. of IDDE Inspectors in Attendance</b>	<b>Percent of IDDE Inspectors in Attendance</b>
Commercial and Industrial Inspections and Illicit Discharge (Complaint) Investigations	1/12/2017	1. Introduction from the Office of Sustainability 2. Municipal Regional Permit (MRP) Changes 3. Regional Board NOV 4. Business Inspection Plan Training Requirements 5. Enforcement Response Plan Training Requirements 6. Changes to the Inspection Report 7. Inspector Questions	29	94%	29	94%
Reissued MRP: What do CEH Inspectors need to know	1/12/2017	See above	29	94%	29	94%
One-on-one Stormwater Training	3/1/2017, 5/9/17, 5/31/17	Utilization of field-based software, MRP requirements, Inspection basics	3	9%	3	9%
Comments: <b>The tables above report attendance by CEH inspectors. CEH inspectors received training by the County this FY are also reported in the San Mateo County Annual Report.</b>						

Section 5 – Provision C.5 Illicit Discharge Detection and Elimination

**Program Highlights and Evaluation**  
 Highlight/summarize activities for reporting year:

Provide background information, highlights, trends, etc.

Summary:  
**The Town participates in the regularly scheduled Commercial, Industrial, and Illicit Discharge (CII) Subcommittee meetings and keeps up to date on the various screening programs. The Town responds immediately when a potential illicit discharge is reported to ensure that proper response and reporting procedures are implemented to minimize impact to the environment. Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.**

**C.5.c.iii. ► Complaint and Spill Response Phone Number**

Summary of any changes made during FY 16-17:  
**No change.**

**C.5.d.iii.(1)-(3) ► Spill and Discharge Complaint Tracking**

Spill and Discharge Complaint Tracking (fill out the following table or include an attachment of the following information)

	Number	Percentage
Discharges reported (C.5.d.iii.(1))	0	
Discharges reaching storm drains and/or receiving waters (C.5.d.iii.(2))	0	
Discharges resolved in a timely manner (C.5.d.iii.(3))	0	

Comments:  
**The Town did not receive any illicit discharge complaints for FY 16-17.**

**The Town responds immediately to any reports of potential illicit discharge and will begin an investigation. Information gathered, including photographs, will be entered into the Town's TrakIt Database which all tracks planning, permits, and general complaints received. If an illicit discharge violation is confirmed, the Town will begin enforcement procedures based on the Town's ERP. A Community Preservation Officer will follow up on all open investigations and will update the Town's TrakIt System with any additional information gathered.**

<b>C.5.e.iii.(1) ► Control of Mobile Sources</b>	
(a) Provide your agency's minimum standards and BMPs for various types of mobile businesses (C.5.e.iii.(1)(a))	
<b>The Town of Woodside follows the minimum standards and BMPs described in the "Mobile Businesses - Best Management Practices" brochure developed by the SMCWPPP CII Subcommittee in in March 2015 for the following mobile business categories: automobile washers/detailers, power washers, carpet cleaners, steam cleaners, pet care services. The BMP brochure is included in the Program Annual Report.</b>	
(b) Provide your agency's enforcement strategy for mobile businesses (C.5.e.iii.(1)(b))	
<b>Enforcement actions stormwater inspectors may take are detailed in our Enforcement Response Plan (ERP). Due to the unique nature of mobile businesses it can be difficult to track enforcement of a single business across jurisdictions. The current strategy is for agencies to share information on mobile business enforcement actions with the SMCWPPP CII Subcommittee facilitator. The Subcommittee facilitator periodically updates the Mobile Business Enforcement Information table that resides on the members only section of the Program's website (flowstobay.org).</b>	
(c) Provide a list and summary of the specific outreach events and education conducted by your agency to the different types of mobile businesses operating within your jurisdiction (C.5.e.iii.(1)(c))	
<b>The Program developed a regional inventory of mobile businesses in the standard BMP categories listed in the "Mobile Businesses – Best Management Practices" brochure. The BMP brochure and a transmittal letter were mailed to the business. The Mobile Cleaner Businesses BMP brochure is posted on the SMCWPPP website. The CII Subcommittee also worked with the PIP Subcommittee to send outreach messages through social media. These activities are discussed in the SMCWPPP FY16-17 Annual Report.</b>	
(d) Provide number of inspections conducted at mobile businesses and/or job sites in 2016-2017 (C.5.e.iii.(1)(d)):	0
(e) Discuss enforcement actions taken against mobile businesses in 2016-2017 (C.5.e.iii.(1)(e))	
<b>Enforcement actions are typically taken in response to a complaint or illicit discharge through our IDDE Program. Enforcement actions are tracked in the Town's spill and discharge complaint tracking system required by MRP C.5.d.ii. This FY there were 0 enforcement actions taken for mobile businesses.</b>	
(f) List below or attach the list of mobile businesses operating within your agency's jurisdiction (C.5.e.iii.(1)(f))	
<b>In FY16-17 the CII Subcommittee requested the Program compile a regional inventory of mobile businesses located in San Mateo County. The inventory was developed from individual city and town lists and internet searches of google, yelp and yellow pages. The inventory includes automotive washing, steam cleaning, power washing, pet grooming and carpet cleaning mobile businesses. The inventory will be periodically updated with mobile businesses stormwater inspectors observe during routine field activities. The inventory is available to all Co-permittees on the members only webpage of the SMCWPPP website. The inventory is included in the SMCWPPP FY16-17 Annual Report.</b>	
(g) Provide a list and summary of the county-wide or regional activities conducted, including sharing of mobile business inventories, BMP requirements, enforcement action information, and education (C.5.e.iii.(1)(g))	
<b>Refer to the C.5 Illicit Discharge Detection and Elimination section of the SMCWPPP FY 16-17 Annual Report for description of activities at the countywide or regional level.</b>	

Section 6 – Provision C.6 Construction Site Controls

<b>C.6.e.iii.(3)(a)-(d) ► Site/Inspection Totals</b>			
<b>Number of active Hillside Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(a))</b>	<b>Number of High Priority Sites (sites disturbing &lt; 1 acre of soil requiring storm water runoff quality inspection) (C.6.e.iii.(3)(c))</b>	<b>Number of sites disturbing ≥ 1 acre of soil (C.6.e.iii.(3)(b))</b>	<b>Total number of storm water runoff quality inspections conducted (include only Hillside Sites, High Priority Sites and sites disturbing 1 acre or more) (C.6.e.iii.(3)(d))</b>
0	0	0	0
<p>Comments:</p> <p><b>All the sites that disturbed 1 acre or more are single family or private development projects that required a Construction General Permit from the State and required wet weather inspections per the SWPPP requirements. All inspections are conducted by a certified Responsible Person of Record/QSP for the project site. Inspections records are provided to the Town when requested and private development projects are mandated to provide a Letter of Compliance stating that the required erosion and sediment control measures were installed per the approved Erosion Control Plan. The Town conducted storm water inspections for FY 16-17 as part of the Site Permit Inspection requirements as well as responded to reports of runoff and erosion-control related issues.</b></p> <p><b>The Town has a winter grading moratorium wherein all grading activities are stopped effective October 15th, unless an exception is granted. When an exception is granted, it is granted for one month only. The Town sends out pre-wet season notifications requiring the engineer of record to inspect and report of installation of ESC measures before start of the rainy season.</b></p>			

**C.6.e.iii.(3)(e) ► Construction Related Storm Water Enforcement Actions**

	<b>Enforcement Action</b> (as listed in ERP) <sup>54</sup>	<b>Number Enforcement Actions Issued</b>
Level 1 <sup>55</sup>	Verbal Warning / Warning Notice	0
Level 2	Notice of Violation	0
Level 3	Administrative Action	0
Level 4	Legal Action	0
<b>Total</b>		<b>0</b>

**C.6.e.iii.(3)(f) ► Illicit Discharges**

	<b>Number</b>
Number of illicit discharges, actual and those inferred through evidence at hillside sites, high priority sites and sites that disturb 1 acre or more of land (C.6.e.iii.(3)(f))	<b>0</b>

**C.6.e.iii.(3)(g) ► Corrective Actions**

Indicate your reporting methodology below.	
<input checked="" type="checkbox"/>	Permittee reports multiple discrete potential and actual discharges as one enforcement action.
<input type="checkbox"/>	Permittee reports the total number of discrete potential and actual discharges on each site.
	<b>Number</b>
<b>Enforcement actions or discrete potential and actual discharges fully corrected within 10 business days after violations are discovered</b> or otherwise considered corrected in a timely period (C.6.e.iii.(3)(g)).	<b>0</b>
<b>Total number of enforcement actions or discrete potential and actual discharges for the reporting year</b>	<b>0</b>
<b>Comments:</b> NA	

<sup>54</sup>Agencies should list the specific enforcement actions as defined in their ERPs.

<sup>55</sup>For example, Enforcement Level 1 may be Verbal Warning.

**C.6.e.iii.(4) ► Evaluation of Inspection Data**

Describe your evaluation of the tracking data and data summaries and provide information on the evaluation results (e.g., data trends, typical BMP performance issues, comparisons to previous years, etc.).

Description:  
**The Town is gathering year to year data and will develop a data trend analysis to assess the typical BMP effectiveness and to compare the year to year performance of the implementation of the BMPs and inspection program.**

**C.6.e.iii.(4) ► Evaluation of Inspection Program Effectiveness**

Describe what appear to be your program's strengths and weaknesses, and identify needed improvements, including education and outreach.

Description:  
**Through continued outreach and education, the Town has observed increased contractor awareness, knowledge and compliance from contractors. Sedimentation and Erosion Control measures have been encouraged by the Town prior to the permit and the Town has noted that project development sites maintain their BMPs and contractors have been very cooperative in meeting the requirements of their permit. In FY 16/17, the following improvements were made to the program: the Town updated its Enforcement Response Plan for Provision C.6 inspections.**

**C.6.f.iii. ► Staff Training Summary**

Training Name	Training Dates	Topics Covered	No. of Inspectors in Attendance
NA	NA	NA	NA

**Section 7 – Provision C.7. Public Information and Outreach**

**C.7.b.i.(1) ► Outreach Campaign**

Summarize outreach campaign. Include details such as messages, creative developed, and outreach media used. The detailed outreach campaign report may be included as an attachment. If outreach campaign is being done by participation in a countywide or regional program, refer to the separate countywide or regional Annual Report.

Summary:  
**See Section 7 and Section 9 of the SMCWPPP FY 16-17 Annual Report for a description of activities conducted at Countywide level.**

**C.7.c. ► Stormwater Pollution Prevention Education**

**No Change**

**C.7.d. ► Public Outreach and Citizen Involvement Events**

Describe general approach to event selection. Provide a list of outreach materials and giveaways distributed.  
 Use the following table for reporting and evaluating public outreach events

**See the C.7 Public Outreach and Citizen Involvement Events section of SMCWPPP FY 16-17 Annual Report for a summary of activities. The education materials (handouts) are available at the Town Hall Building and Planning Department.**

Event Details	Description (messages, audience)	Evaluation of Effectiveness
<b>California Coastal Cleanup Day in San Mateo County            (September 17, 2016 in 30 San Mateo County locations)</b>	<b>Coastal Cleanup Day is an international volunteer event focused on cleaning up the marine environment and raising awareness about coastal pollution. Participants include school age children, local families, and residents.</b>	<b>Refer to the C.7 Public Information and Outreach section of the SMCWPPPs FY 16-17 Annual Report</b>
<b>San Mateo County Fair            (June 13, 2016)</b>	<b>As a collaborative effort, the Countywide program hosted an informational booth for stormwater runoff pollution prevention.</b>	<b>Refer to the C.7 Public Information and Outreach section of the SMCWPPPs FY 16-17 Annual Report</b>

**C.7.e. ► Watershed Stewardship Collaborative Efforts**

Summarize watershed stewardship collaborative efforts and/or refer to a regional report that provides details. Describe the level of effort and support given (e.g., funding only, active participation etc.). State efforts undertaken and the results of these efforts. If this activity is done regionally refer to a regional report.

Evaluate effectiveness by describing the following:

- Efforts undertaken
- Major accomplishments

Summary:

**See the C.7 Watershed Stewardship Collaborative Efforts section of SMCWPPP FY 16-17 Annual Report for a summary of activities.**

**C.7.f. ► School-Age Children Outreach**

Summarize school-age children outreach programs implemented. A detailed report may be included as an attachment. Use the following table for reporting school-age children outreach efforts.

**See the C.7 School-Age Children Outreach section of SMCWPPP FY 16-17 Annual Report for a summary of activities. The Town continues to partner with SMCWPPP for school assemblies and classroom presentations**

Program Details	Focus & Short Description	Number of Students/Teachers reached	Evaluation of Effectiveness
Town Hall site visit by Woodside Elementary School	The main focus was to educate children about Town Hall, its functions, and responsibilities. The children were also educated on recycling and reuse and how they can contribute to keeping creeks clean by not littering.	100	Students and teachers were very interested in the subject that was presented and how they can help keep their creeks clean.

Section 9 – Provision C.9 Pesticides Toxicity Controls

<b>C.9.a. ► Implement IPM Policy or Ordinance</b>							
Is your municipality implementing its IPM Policy/Ordinance and Standard Operating Procedures?				<input checked="" type="checkbox"/> X	Yes	<input type="checkbox"/>	No
If no, explain:							
Report implementation of IPM BMPs by showing trends in quantities and types of pesticides used, and suggest reasons for increases in use of pesticides that threaten water quality, specifically organophosphates, pyrethroids, carbamates fipronil, indoxacarb, diuron, and diamides. A separate report can be attached as evidence of your implementation.							
<b>Trends in Quantities and Types of Pesticide Active Ingredients Used<sup>56</sup></b>							
Pesticide Category and Specific Pesticide Active Ingredient Used	Amount <sup>57</sup>						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	
<b>Organophosphates</b>							
Active Ingredient Chlorpyrifos	0	0					
Active Ingredient Diazinon	0	0					
Active Ingredient Malathion	0	0					
<b>Pyrethroids (see footnote #57 for list of active ingredients)</b>							
Active Ingredient Type X	0	0					
Active Ingredient Type Y	0	0					
<b>Carbamates</b>							
Active Ingredient Carbaryl	0	0					
Active Ingredient Aldicarb	0	0					
<b>Fipronil</b>	0	0					
<b>Indoxacarb</b>	Reporting not required in FY 15-16	0					

<sup>56</sup>Includes all municipal structural and landscape pesticide usage by employees and contractors.

<sup>57</sup>Weight or volume of the active ingredient, using same units for the product each year. Please specify units used. The active ingredients in any pesticide are listed on the label. The list of active ingredients that need to be reported in the pyrethroids class includes: metofluthrin, bifenthrin, cyfluthrin, beta-cyfluthrin, cypermethrin, deltamethrin, esfenvalerate, lambda-cyhalothrin, and permethrin.

Diuron	Reporting not required in FY 15-16	0				
Diamides	Reporting not required in FY 15-16	0				
Active Ingredient Chlorantraniliprole		0				
Active Ingredient Cyantraniliprole		0				
<b>IPM Tactics and Strategies used:</b> <ul style="list-style-type: none"> <li>• Town maintenance staff do not use chemical methods for pest or weed control.</li> <li>• Non-chemical strategies are used around the Town's facilities, including monitoring, mowing weeds, mulching around the Town's facilities.</li> <li>• Biological controls are used to reduce pests.</li> <li>• IPM policy is mandated as part of the Town's contractor agreements.</li> </ul>						

**C.9.b. ► Train Municipal Employees**

Enter the number of employees that applied or used pesticides (including herbicides) within the scope of their duties this reporting year.	0
Enter the number of these employees who received training on your IPM policy and IPM standard operating procedures within this reporting year.	0
Enter the percentage of municipal employees who apply pesticides who have received training in the IPM policy and IPM standard operating procedures within this reporting year.	0
Type of Training: <b>NA</b>	

**C.9.c. ► Require Contractors to Implement IPM**

Did your municipality contract with any pesticide service provider in the reporting year, for either landscaping or structural pest control?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, did your municipality evaluate the contractor's list of pesticides and amounts of active ingredients used?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No,
<p>If your municipality contracted with any pesticide service provider, briefly describe how contractor compliance with IPM Policy/Ordinance and SOPs was monitored.</p> <p><b>All contractors have the Town's IPM policy and standard operating procedures incorporated into their contract, which requires that pesticides will only be used after careful consideration of non-chemical alternatives, and then, the least toxic chemicals that are effective shall be used. If pesticides are recommended, staff review the proposed pesticide and use prior to approval and application, and confirm that other non-chemical methods are employed before chemical use is approved.</b></p> <p><b>The Town regularly reminds contractors to adhere to the Town's IPM policy, and conducts regular meetings and correspondence to discuss IPM strategies. Currently, pesticides are only utilized in one park (Jensen Park), which has turf and is not possible to control with manual methods.</b></p>				

**C.9.d. ► Interface with County Agricultural Commissioners**

Did your municipality communicate with the County Agricultural Commissioner to: (a) get input and assistance on urban pest management practices and use of pesticides or (b) inform them of water quality issues related to pesticides?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<p><b>If yes, summarize the communication. If no, explain.</b></p> <p><b>See Section 9 of the SMCWPPP FY 16-17 Annual Report for summary of communication with the San Mateo County Agricultural Commissioner.</b></p>				
Did your municipality report any observed or citizen-reported violations of pesticide regulations (e.g., illegal handling and applications of pesticides) associated with stormwater management, particularly the California Department of Pesticide Regulation (DPR) surface water protection regulations for outdoor, nonagricultural use of pyrethroid pesticides by any person performing pest control for hire?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<p>If yes, provide a summary of improper pesticide usage reported to the County Agricultural Commissioner and follow-up actions taken to correct any violations. A separate report can be attached as your summary.</p> <p><b>NA</b></p>				

**C.9.e.ii.(1) ► Public Outreach: Point of Purchase**

Provide a summary of public outreach at point of purchase, and any measurable awareness and behavior changes resulting from outreach (here or in a separate report); **OR** reference a report of a regional effort for public outreach in which your agency participates.

Summary:

**See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for information on point of purchase public outreach conducted countywide and regionally.**

**C.9.e.ii.(2) ► Public Outreach: Pest Control Contracting Outreach**

Provide a summary of outreach to residents who use or contract for structural pest control and landscape professionals); **AND/OR** reference a report of a regional effort for outreach to residents who hire pest control and landscape professionals in which your agency participates.

Summary:

**See the C.9 Pesticides Toxicity Control section of the SMCWPPP FY 16-17 Annual Report for a summary of public outreach to residents who hire pest control and landscape professionals.**

**C.9.e.ii.(3) ► Public Outreach: Pest Control Operators**

Provide a summary of public outreach to pest control operators and landscapers and reduced pesticide use (here or in a separate report); **AND/OR** reference a report of a regional effort for outreach to pest control operators and landscapers in which your agency participates.

Summary:

**See the C.9 Pesticides Toxicity Control section of SMCWPPP FY 16-17 Annual Report for a summary of outreach to pest control operators and landscapers to reduce pesticide use.**

**C.9.f. ► Track and Participate in Relevant Regulatory Processes**

Summarize participation efforts, information submitted, and how regulatory actions were affected;**AND/OR** reference a regional report that summarizes regional participation efforts, information submitted, and how regulatory actions were affected.

Summary:

**During FY 16-17, we participated in regulatory processes related to pesticides through contributions to the Program, BASMAA and CASQA. For additional information, see the Regional Report submitted by BASMAA on behalf of all MRP Permittees.**

*Note: The Town received the San Francisco Bay Regional Water Quality Control Board letter dated June 30, 2017 requesting additional information about the Town's compliance with MRP Provision C.9. The Town has addressed these comments through further clarification about the Town's IPM Policies and actions provided in Provisions C.9.a. and C.9.c.*

**Section 10 - Provision C.10 Trash Load Reduction**

**C.10.a.i ► Trash Load Reduction Summary**

For population-based Permittees, provide the overall trash reduction percentage achieved to-date within the jurisdictional area of your municipality that generates problematic trash levels (i.e., Very High, High or Moderate trash generation). Base the reduction percentage on the information presented in C.10.b i-iv and C.10.e.i-ii. Provide a discussion of the calculation used to produce the reduction percentage, including whether the 70% mandatory trash load reduction deadline was attained. If not attained, attach and include reference to a Plan to comply with the deadline in a timely manner, which should include the Permittee's plan and schedule to install full capture systems/devices.

<b>Trash Load Reductions</b>	
Percent Trash Reduction in All Trash Management Areas (TMAs) due to <b>Trash Full Capture Systems</b> (as reported C.10.b.i)	<b>NA</b>
Percent Trash Reduction in all TMAs due to <b>Control Measures Other than Trash Full Capture Systems</b> (as reported in C.10.b.ii) <sup>58</sup>	<b>NA</b>
Percent Trash Reduction due to <b>Jurisdictional-wide Source Control Actions</b> (as reported in C.10.b.iv) <sup>1</sup>	<b>NA</b>
<b>SubTotal for Above Actions</b>	<b>NA</b>
<b>Trash Offsets (Optional)</b>	
Offset Associated with Additional Creek and Shoreline Cleanups (as reported in C.10.e.i)	<b>NA</b>
Offset Associated with Direct Trash Discharges (as reported in C.10.e.ii)	<b>NA</b>
<b>Total (Jurisdictional-wide) % Trash Load Reduction in FY 16-17</b>	<b>100%*</b>

**Discussion of Trash Load Reduction Calculation and Attainment of the 70% Mandatory Deadline:**  
 The Town of Woodside attained and reported 100% (i.e., entire Town has low trash generation) trash load reduction in its FY 15-16 Annual Report, exceeding the non-mandatory performance guideline of 60% by July 1, 2016. The Town again attained a 100% trash load reduction (including trash offsets), which exceeded the mandatory trash load reduction requirement of 70% by July 1, 2017. Descriptions of the actions taken to reduce trash in the Town of Woodside are summarized in this section of the annual report. Methods used to calculate the reduction are consistent with the methods described in the MRP.  
 The Town of Woodside is a non-population-based Permittee and is exempt from the Minimum Full Trash Capture of the MRP Provision C.10.a.iii due to having a population and retail/wholesale commercial acreage of approximately 5,641 and 9, respectively.

\*All jurisdictional land areas in the Town of Woodside are generating very low levels of trash (i.e., green on the baseline trash generation map) and therefore the Town has achieved a 100% trash reduction (i.e., no adverse impact) level, consistent with the NPDES Permit.

<sup>58</sup> See Appendix 10-1 for changes in trash levels by TMA between 2009 and FY 16-17.

**C.10.a.iii ► Mandatory Trash Full Capture Systems**

Provide the following:

- 1) Total number and types of full capture systems (publicly and privately-owned) installed prior to FY 16-17, during FY 16-17, and to-date, including inlet-based and large flow-through or end-of-pipe systems, and qualifying low impact development (LID) required by permit provision C.3.
- 2) Total land area (acres) treated by full capture systems for population-based Permittees and total number of systems for non-population based Permittees compared to the total required by the permit.

Type of System	# of Systems	Areas Treated (Acres)
<b>Installed Prior to FY 16-17</b>		
NA	NA	NA
<b>Installed in FY 16-17</b>		
NA	NA	NA
<b>Total for all Systems Installed To-date</b>		NA
<b>Treatment Acreage Required by Permit (Population-based Permittees)</b>		0*
<b>Total # of Systems Required by Permit (Non-population-based Permittees)</b>		NA

\*Consistent with the MRP, the Town of Woodside is exempt from the Minimum Full Trash Capture of the MRP Provision C.10.a.iii due to having a population of less than 12,000 and retail/wholesale commercial land use of less than 40 acres.

**C.10.b.i ► Trash Reduction - Full Capture Systems**

Provide the following:

- 1) Jurisdictional-wide trash reduction in FY 16-17 attributable to trash full capture systems implemented in each TMA;
- 2) The total number of full capture systems installed to-date in your jurisdiction;
- 3) The percentage of systems in FY 16-17 that exhibited significant plugged/blinded screens or were >50% full when inspected or maintained;
- 4) A narrative summary of any maintenance issues and the corrective actions taken to avoid future full capture system performance issues; and
- 5) A certification that each full capture system is operated and maintained to meet the full capture system requirements in the permit.

<b>TMA</b>	<b>Jurisdiction-wide Reduction (%)</b>	<b>Total # of Full Capture Systems</b>	<b>% of Systems Exhibiting Plugged/Blinded Screens or &gt;50% full in FY 16-17</b>	<b>Summary of Maintenance Issues and Corrective Actions</b>
<b>1</b>	<b>NA</b>	<b>0</b>	<b>NA</b>	<b>NA</b>
<b>2</b>	<b>NA</b>			
<b>Total</b>	<b>NA*</b>			

**Certification Statement:**

Not Applicable. Consistent with the MRP, the Town of Woodside is exempt from the Minimum Full Trash Capture of the MRP Provision C.10.a.iii due to having a population of less than 12,000 and retail/wholesale commercial land use of less than 40 acres.

\* All jurisdictional areas are low trash generating and have achieved the "no adverse impact" goal.

**C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART A)**

Provide a summary of trash control actions other than full capture systems or jurisdictional source controls that were implemented within each TMA, including the types of actions, levels and areal extent of implementation, and whether actions are new, including initiation date.

TMA	Summary of Trash Control Actions Other than Full Capture Systems
NA	NA

**C.10.b.ii ► Trash Reduction – Other Trash Management Actions (PART B)**

Provide the following:

- 1) A summary of the on-land visual assessments in each TMA (or control measure area), including the street miles or acres available for assessment (i.e., those associated with VH, H, or M trash generation areas not treated by full capture systems), the street miles or acres assessed, the % of available street miles or acres assessed, and the average number of assessments conducted per site within the TMA; and
- 2) Percent jurisdictional-wide trash reduction in FY 16-17 attributable to trash management actions other than full capture systems implemented in each TMA.

TMA ID <i>or (as applicable)</i> Control Measure Area	Total Street Miles <sup>59</sup> Available for Assessment	Summary of On-land Visual Assessments <sup>60</sup>			Jurisdictional-wide Reduction (%)
		Street Miles Assessed	% of Applicable Street Miles Assessed	Average # of Assessments Conducted at Each Site <sup>61</sup>	
<b>1</b>	<b>0</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>2</b>	<b>0</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>Total</b>		<b>NA</b>	<b>-</b>	<b>-</b>	<b>NA*</b>

\*All jurisdictional areas are low trash generating and have achieved the “no adverse impact” goal.

<sup>59</sup>Linear feet are defined as the street length and do not include street median curbs.

<sup>60</sup> Assessments conducted between July 2015 and July 2017 are assumed to be representative of trash levels in FY 16-17 and were therefore used to calculate the jurisdictional-wide reductions reported in this section.

<sup>61</sup> Each assessment site is roughly 1,000 feet in length.

**C.10.b.iv ► Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

Source Control Action	Summary Description & Dominant Trash Sources and Types Targeted	Evaluation/Enforcement Method(s)	Summary of Evaluation/Enforcement Results To-date	% Reduction
Single Use Bag Ordinance	The Town is almost exclusively zoned single family residential and with approximately 0.04% of land that is commercial. There are no plastic bags used in the Town. The only commercial market in Town voluntarily does not use plastic bags.	<p>On behalf of all SMCWPPP Permittees, the County of San Mateo conducted assessments evaluating the effectiveness of the single use plastic bag ban in municipalities within San Mateo County. Assessments conducted by the County included audits of businesses and surveys of customer bag usage at many businesses in San Mateo County. Additionally, the number of complaints by customers was also tracked by the County. The results of assessments conducted by these cities are assumed to be representative of all SMCWPPP Permittees, given the consistency between the scope, implementation, and enforcement of the ordinances among the municipalities.</p> <p>The Town developed its % trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> <li>1) Single use plastic bags comprise 8% of the trash discharged from stormwater conveyances, based on the Regional Trash Generation</li> </ol>	<p>The effectiveness of this voluntary action and Countywide implementation reduces trash within the Town's jurisdiction.</p> <p>Results of assessments conducted by the County of San Mateo on behalf of all municipalities in San Mateo County indicate that the Town's ordinance is effective in reducing the number of single use plastic bags in stormwater discharges. This preliminary conclusion is based on the very small number of complaints received from customers about businesses in San Mateo County that are continuing to use single use plastic bags after ordinances were adopted. Assuming single use bags are 8% of the trash observed in stormwater discharges, the Town concludes that there has been a 7% (i.e., 8% x 86% effectiveness in reducing bags) reduction in trash in stormwater discharges as a result of the Town's ordinance.</p>	NA*

**C.10.b.iv ► Trash Reduction – Source Controls**

Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.

		<p>Study conducted by BASMAA;</p> <p>2) 95% of single use plastic bags distributed in the County are affected by the implementation of the ordinance, based on the County of San Mateo's Environmental Impact Report; and</p> <p>3) Of the bags affected by the ordinance, there are now 90% less bags being distributed, based on customer complaints received by the County of San Mateo's Department of Environmental Health Services. This is conservative estimate given that in FY 13-14 Environmental Services only received complaints about 4, of the over 1900 businesses in San Mateo County that are affected by the single-use plastic bag ordinances.</p>		
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<p>Expanded Polystyrene Food Service Ware Ordinance</p>	<p>The Town voluntarily does not use any polystyrene food service ware.</p>	<p>The Town voluntarily does not use any polystyrene food service ware and for the purpose of estimating trash reductions in stormwater discharges associated with the ordinance, the results of assessments conducted by the cities of Los Altos and Palo Alto were used to represent the reduction of trash associated with the Town's ordinance. Assessments conducted by these cities were conducted prior to and following the effective date of their ordinances, and include audits of businesses and/or assessments of EPS food ware observed on streets, storm drains and local creeks. The results of assessments conducted by these cities are assumed to be representative of the effectiveness of the Town's ordinance because the implementation (including enforcement) of the Town's ordinance is similar to the City of Los Altos' and Palo Alto's.</p> <p>The Town developed its 5% trash reduced estimate using the following assumptions:</p> <ol style="list-style-type: none"> <li>1) EPS food ware comprises 6% of the trash discharged from stormwater conveyances, based on the Regional Trash</li> </ol>	<p>Results of assessments that are representative of the Town, but were conducted by the cities of Los Altos and Palo Alto, indicate that Town's ordinance is effective in reducing EPS food ware in stormwater discharges. This conclusion is based on the following assessment result - an average of 95% of businesses affected by the ordinance are no longer distributing EPS food ware post-ordinance. Based on these results, the estimated average reduction of EPS food ware in stormwater discharges is 90%. Assuming EPS food ware is 6% of the trash observed in stormwater discharges, the Town concludes that there has been a 5% (i.e., 6% x 90%) reduction in trash in stormwater discharges as a result of the ordinance.</p> <p>Although the Town did not implement an ordinance or policy, this voluntary action presents a very effective load reduction.</p>	<p>NA*</p>
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<b>C.10.b.iv ► Trash Reduction – Source Controls</b>				
<p>Provide a description of each jurisdictional-wide trash source control action implemented to-date. For each control action, identify the trash reduction evaluation method(s) used to demonstrate on-going reductions, summarize the results of the evaluation(s), and estimate the associated reduction of trash within your jurisdictional area. Note: There is a maximum of 10% total credit for source controls.</p>				
		<ul style="list-style-type: none"> <li>2) Generation Study conducted by BASMAA</li> <li>3) 80% of EPS foodware distributed by food vendors or sold via stores in the County is affected by the implementation of the ordinance; and</li> <li>There is now 95% less EPS food ware being distributed, sold and/or observed in the environment, based on assessments conducted by the City of Palo Alto and City of Los Altos.</li> </ul>		

\* All jurisdictional areas are low trash generating and have achieved the "no adverse impact" goal. Therefore, no trash reductions are included for source controls.

**C.10.c ► Trash Hot Spot Cleanups**

Provide the FY 16-17 cleanup date and volume of trash removed during each MRP-required Trash Hot Spot cleanup during each fiscal year listed. Indicate whether the site was a new site in FY 16-17.

Trash Hot Spot	New Site in FY 16-17 (Y/N)	FY 16-17 Cleanup Date(s)	Volume of Trash Removed (cubic yards)				
			FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
WDE01	N	9/1/16	<0.3	0.02	0.02	0.02	0.02

<b>C.10.d ► Long-Term Trash Load Reduction Plan</b>	
Provide descriptions of significant revisions made to your Long-term Trash Load Reduction Plan submitted to the Water Board in February 2014. Describe significant changes made to primary or secondary trash management areas (TMA), baseline trash generation maps, control measures, or time schedules identified in your plan. Indicate whether your baseline trash generation map was revised and if so what information was collected to support the revision. If your baseline trash generation map was revised, attach it to your Annual Report.	
<b>Description of Significant Revision</b>	<b>Associated TMA</b>
In FY 15-16, consistent with all MRP Permittees, all public K-12 schools, college and university parcels were made non-jurisdictional on the Town's baseline trash generation maps. Under California Government Code Sections 4450 through 4461, the construction, modification, or alternation of facilities and/or structures on these parcels are under the jurisdiction of the California Division of State Architect and not the Town. The public right-of-way (e.g., streets and sidewalks) surrounding these parcels remain as jurisdictional on the Town's baseline trash generation maps. Revised maps that incorporate these revisions were included in Appendix 10-2 of the FY 15-16 Annual Report.	All applicable

<b>C.10.e. ► Trash Reduction Offsets (Optional)</b>			
<p>Provide a summary description of each offset program implemented, the volume of trash removed, and the offset claimed in FY 16-17. Also, for additional creek and shoreline cleanups, describe the number and frequency of cleanups conducted, and the locations and cleanup dates. For direct discharge control programs approved <u>by the Water Board Executive Officer</u>, also describe the results of the assessments conducted in receiving waters to demonstrate the effectiveness of the control program. Include an Appendix that provides the calculations and data used to determine the trash reduction offset.</p>			
<b>Offset Program</b>	<b>Summary Description of Actions and Assessment Results</b>	<b>Volume of Trash (CY)Removed/Controlled in FY 16-17</b>	<b>Offset (% Jurisdiction-wide Reduction)</b>
<b>Additional Creek and Shoreline Cleanups (Max 10% Offset)</b>	NA	NA	NA
<b>Direct Trash Discharge Controls (Max 15% Offset)</b>	NA	NA	NA

Appendix 10-1. Baseline trash generation and areas addressed by full capture systems and other control measures in Fiscal Year 16-17.

TMA	2009 Baseline Trash Generation (Acres)					Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems					Jurisdiction-wide Reduction via Full Capture Systems (%)	Trash Generation (Acres) in FY 16-17 After Accounting for Full Capture Systems and Other Control Measures					Jurisdiction-wide Reduction via Other Control Measures (%)	Jurisdiction-wide Reduction via Full Capture AND Other Control Measures (%)
	L	M	H	VH	Total	L	M	H	VH	Total		L	M	H	VH	Total		
1*	3	0	0	0	3	3	0	0	0	3	NA	3	0	0	0	3	NA	NA
2*	6,973	0	0	0	6,973	6,973	0	0	0	6,973	NA	6,973	0	0	0	6,973	NA	NA
Totals	6,976	0	0	0	6,976	6,976	0	0	0	6,976	NA	6,976	0	0	0	6,976	NA	100%*

\* All jurisdictional areas are low trash generating and have achieved the "no adverse impact" goal.

Section 11 - Provision C.11 Mercury Controls

**C.11.a. ► Implement Control Measures to Achieve Mercury Load Reductions**  
**C.11.b. ► Assess Mercury Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of mercury control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>62</sup> was used to calculate the mercury load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated mercury load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

**C.11.c. ► Plan and Implement Green Infrastructure to Reduce Mercury Loads**

If the regional or countywide mercury load reductions required by this sub-provision via Green Infrastructure by the end of the permit term are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?

X	Yes		No
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**C.11.e. ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.11 Mercury Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

<sup>62</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

Section 12 - Provision C.12 PCBs Controls

**C.12.a. ► Implement Control Measures to Achieve PCBs Load Reductions**  
**C.12.b. ► Assess PCBs Load Reductions from Stormwater**

See the Program's FY 2016-17 Annual Report for:

- Documentation of PCBs control measures implemented in our agency's jurisdictional area for which load reductions will be reported and the associated management areas;
- A description of how the BASMAA Interim Accounting Methodology<sup>63</sup> was used to calculate the PCBs load reduced by each control measure implemented in our agency's jurisdictional area and the calculation results (i.e., the estimated PCBs load reduced by each control measure); and
- Supporting data and information necessary to substantiate the load reduction estimates.

If the regional and countywide PCBs load reductions required by C.12.a are not met, will Permittees in your county use the default population-based method to calculate the portion of the countywide load reduction required of each Permittee?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**C.12.f. ► Manage PCB-Containing Materials and Wastes During Building Demolition Activities So That PCBs Do Not Enter Municipal Storm Drains**

A summary of Program and regional accomplishments for this sub-provision is included in the C.12 PCBs Controls section of Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Does your agency plan to seek exemption from this requirement?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
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<sup>63</sup>BASMAA 2017. Interim Accounting Methodology for TMDL Loads Reduced, Version 1.0. Prepared for BASMAA by Geosyntec Consultants and EOA, Inc., September 19, 2016.

**C.12.g. ► Fate and Transport Study of PCBs: Urban Runoff Impact on San Francisco Bay Margins**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

**C.12.h. ► Implement a Risk Reduction Program**

A summary of Program and regional accomplishments for this sub-provision are included in the C.12 PCBs Controls section of the Program's FY 2016-17 Annual Report and/or a BASMAA regional report.

Section 13 - Provision C.13 Copper Controls

**C.13.a.iii. ► Manage Waste Generated from Cleaning and Treating of Copper Architectural Features**

Provide summaries of permitting and enforcement activities to manage waste generated from cleaning and treating of copper architectural features, including copper roofs, during construction and post-construction.

Summary:

**Requirements for Architectural Copper” Fact Sheet is available for public information at the Town Hall. The Town Hall’s Municipal Code Section 52 prohibits discharge of non-storm water to the Town’s storm sewer system and refers compliance with the best management practices. The Town has observed a reduction in the installation of copper architectural features on private projects.**

**C.13.b.iii. ► Manage Discharges from Pools, Spas, and Fountains that Contain Copper-Based Chemicals**

Provide summaries of any enforcement activities related to copper-containing discharges from pools, spas, and fountains.

Summary:

**The Town refers the public to the “Maintenance Tips for Pools, Spas, and Fountains” Fact Sheet that is currently available on the SMCWPPP website (<http://www.ourwaterourworld.org/Portals/0/documents/pdf/Maintenance%20Tips%20for%20pools%20spas%20and%20fountains.pdf>) to educate the public. The Town did not receive reports of illicit discharge during FY 16-17 and Code Enforcement will respond if an illicit discharge is reported.**

**C.13.c.iii. ► Industrial Sources Copper Reduction Results**

Based upon inspection activities conducted under Provision C.4, highlight copper reduction results achieved among the facilities identified as potential users or sources of copper, facilities inspected, and BMPs addressed.

Summary:

**There are no industrial sites in the Town of Woodside and based on the inspections conducted among the facilities identified as potential users or sources of copper, the Town verified that these were facilities were not sources of copper discharge. Although there are no industrial sites within the Town of Woodside, the Town continue to require that all roof downspouts drain into landscaping and vegetated swales and makes available to the public the “Requirements for Architectural Copper BMP” handout.**

Section 15 -Provision C.15 Exempted and Conditionally Exempted Discharges

**C.15.b.vi.(2) ► Irrigation Water, Landscape Irrigation, and Lawn or Garden Watering**

Provide implementation summaries of the required BMPs to promote measures that minimize runoff and pollutant loading from excess irrigation. Generally the categories are:

- Promote conservation programs
- Promote outreach for less toxic pest control and landscape management
- Promote use of drought tolerant and native vegetation
- Promote outreach messages to encourage appropriate watering/irrigation practices
- Implement Illicit Discharge Enforcement Response Plan for ongoing, large volume landscape irrigation runoff.

Summary:

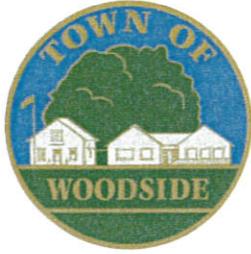
**The Town's Planning Staff continue to actively enforce the State's Water Efficient Landscape Ordinance for applicable projects and promotes the use of drought tolerant and native plants.**

**See Section C.9.e.ii of SMCWPPP's FY 16-17 Annual Report for a description of the SMCWPPP's activities related to point-of-purchase outreach which promotes less toxic pest control and landscape management. See Section C.7 of SMCWPPP's FY 16-17 Annual Report for a description of outreach conducted to promote water conservation programs, such as promoting rain barrel use. Information on water conservation, less toxic pest control and appropriate watering/irrigation practices is also posted on SMCWPPP's website ([www.flowstobay.org](http://www.flowstobay.org)).**

## **APPENDIX A**

Green Infrastructure Workplan Approval Documentation

C.3.j.i.(5)(a)



Town of Woodside ▪ 2955 Woodside Road  
Woodside, CA 94062 ▪ (650) 851-6790

# Town of Woodside Green Infrastructure Workplan

**Effective Date: September 21, 2017**

**Approved by:**

A handwritten signature in blue ink, appearing to read "KB", is written over a horizontal line.

Kevin Bryant, Town Manager

9/21/17

Date

*Developed from a template prepared by SMCWPPP to comply with the requirements in Provision C.3.j.i.(1) of the Municipal Regional Stormwater NPDES Permit (MRP), Order R2-2015-0049 to develop a framework or workplan that describes the specific tasks and timeframes for development of a Green Infrastructure Plan.*

## **Executive Summary**

The Regional Water Quality Control Board (RWQCB) adopted a new Municipal Regional Stormwater NPDES Permit (MRP), Order No. R2-2015-0049, which became effective on January 1, 2016, and includes new provisions for Green Infrastructure Planning and Implementation. The Town of Woodside, as one of the 76 municipalities that are Permittees of the MRP, must prepare a workplan that describes specific tasks and timeframes for the development of its Green Infrastructure Plan (GI Plan), and receive approval of this workplan by the governing body, mayor, city manager, or county manager by June 30, 2017. The GI Plan must be completed and submitted with the 2019 Annual Report.

The following provides an annotated outline for the development of the Town of Woodside's Green Infrastructure Workplan (Workplan). This Workplan lists the specific tasks that need to be completed in order to prepare the Green Infrastructure Plan, and the timeline for their completion by the deadlines defined within the MRP.

## **Statement of Purpose (MRP Provision C.3.j.i.(1))**

The purpose of the GI Plan is to describe how an agency will gradually transform its urban landscape and storm drainage systems from "gray" to "green"; that is, shift from traditional storm drain infrastructure, where stormwater runoff flows directly from impervious surfaces into storm drains and receiving waters, to a more resilient, sustainable system that reduces and slows runoff by dispersing it to vegetated areas, promotes infiltration and evapotranspiration, harvests and uses runoff for nonpotable purposes, and uses bioretention and other green infrastructure (GI) practices to treat stormwater runoff.

The GI Plan will also be used to demonstrate the Town of Woodside's long-term commitment to implementation of green infrastructure to help reduce loads of pollutants of concern, particularly mercury and PCBs, discharged in stormwater to local waterways.

The GI Plan will be coordinated with other Town plans, such as the General Plan and land use, transportation, parks, urban forestry, and sustainability plans, to achieve multiple potential benefits to the community, including improved water and air quality, reduced flooding, increased water supply, traffic calming, safer pedestrian and bicycle facilities, climate resiliency, improved wildlife habitat, and a more pleasant urban environment.

## **Town of Woodside Description and Background**

The Town of Woodside is located west of the San Francisco Bay, and east of several open space preserves, including the Teague Hill Open Space Preserve, El Corte de Madera Creek Preserve, La Honda Creek Open Space Preserve, and Thornewood Open Space Preserve. The Town primarily consist of low density residential land use, with

the exception of a small downtown area located along a half-mile length of Woodside Road, which features a few restaurants, a grocery store, a hardware store, a gas station, a gift shop, and a United States Post Office. The Town also has an elementary school and high school, a church, and a library.

Incorporated in 1956, the Town of Woodside covers 7,447 acres in San Mateo County, and has a jurisdictional area of 6,226 acres. According to the 2010 Census, the Town has a population of 5,287, with a population density of 450.6 people per square mile, and an average household size of 2.67. Of the 5,287 people who call the Town of Woodside home, 23.5% are under the age of 18, 4.6% are between 18 and 24, and 15.6% are between 25 and 44, 36.1% are between 45 and 65, and 20.2% are 65 or older.

The Town of Woodside does not have a storm drain system, as many other jurisdictions do, and relies on the natural creeks and earthen channels to facilitate drainage to the San Francisco Bay. The Town consists of publicly and privately maintained culverts, ditches, and swales that flow to the creek. The Town requires that all developments fully mitigate any alterations to the natural drainage pattern to prevent the negative impacts of increased impervious surface area or concentration of flows.

Since the development of the Town's 1978 Storm Drain Master Plan, the Town has aimed to use natural drainage channels to the fullest extent possible to conduct storm water safely through the community, and avoided construction of extensive storm drainage systems, such as lined channels, underground pipes, etc., due to their associated detrimental environmental impact to the community. The primary responsibility for maintenance of drainage channels in the Town rests with the owners of property through which the drainage channels pass.

## **Town of Woodside Goals and Overall Approach**

The Town relies on a self-treating natural drainage system to convey stormwater to the Town creeks, and is committed to the protection of its natural resources, such as stormwater and open space, its rural character, and its scenic corridors and vistas. The Town is committed to preservation of its "green" stormwater system, now and in the future, and will continue to maintain those policies which protect its creeks and waterways.

The GI Plan will include "means and methods" to track areas within the Town's jurisdiction that are either already treated by natural systems or will be treated by green infrastructure controls as well as the amount of directly connected impervious areas. In addition, the Town will identify "means and methods" to prioritize particular areas and projects within the Town's jurisdiction, at appropriate geographic and time scales, for green infrastructure project implementation.

The GI Plan will include estimates, or "targets", of how much impervious surface can be converted or retrofitted to drain to a green infrastructure feature, such as a vegetated area or stormwater capture or treatment facility. This is likely to be limited, as there is little area within the Town which is not already directed to a vegetated area. The GI

Plan will reinforce the Town's long-term goal to reduce adverse water quality impacts of urbanization and urban runoff on receiving waters.

The Town will aim to integrate feasible and practical green infrastructure controls into Capital Improvements Projects that demonstrate green infrastructure potential. The projects identified in the Town's FY17-19 Capital Improvements Program include the replacement of the Town Pump Station, road rehabilitation, creek repairs, and bridge repair. These projects present limited opportunities for green infrastructure, however, the Town will continue to screen its future Capital Improvements Program for potential incorporation of GI.

In addition, the Town will strive to collaborate with regional efforts to improve water quality through multi-jurisdictional projects, aimed at achieving urban runoff TMDL wasteload allocations on a regional basis.

The current MRP includes both private and public property locations for implementation of GI systems to achieve pollutant load reductions on a municipal and watershed scale. It is important to note that the GI Plan and Workplan is the integration of GI systems into public rights-of-way, and is not intended to impose retrofit requirements on private property, outside the standard development application review process for projects already regulated by the MRP, but may provide incentives or opportunities for private property owners to add or contribute towards GI elements if desired.

## **Green Infrastructure Plan Development Schedule**

This section describes the time frames for completion of the tasks necessary to develop and adopt the GI Plan.

### **A. Prioritization and Mapping of Green Infrastructure Potential and Planned Projects (C.3.j.i.(2)(a)-(c))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>A.1 Work with SMCWPPP to develop a GIS-based modeling tool for use in mapping, prioritizing, and phasing of potential and planned projects.</b>		
A.1.1 Provide data for drafting of San Mateo County Stormwater Resources Plan (SRP).	Prepare Draft SRP.	Task complete.
A.1.2 Support SMCWPPP development of tool during preparation of the Reasonable Assurance Analysis (RAA) to address mercury and PCBs TMDL implementation.	Further develop tool through the RAA process.	Town contribution to task complete.
A.1.3 Begin using web-based GIS tool for on-going tracking of GI implementation and to support MRP annual reporting.	Support per member agency request.	Tool to be available in first half of FY 17-18 for on-going use.

Member Agency Task	SMCWPPP Support	Timeframe
<b>A.2 Develop prioritization criteria for GI project opportunities.</b>		
A.2.1 Review preliminary criteria established as part of the SRP.	Prepare draft preliminary criteria.	Task complete.
<b>A.3 Develop mapping and associated database</b> of GI project opportunities with information needed to perform a prioritization assessment of the opportunities.		
A.3.1 Review methodology for new and redevelopment land area, and possible refinements to public property and public streets potential for GI	Develop methodology and initial land area estimate	Task complete.
A.3.2 Review revised estimate of new and redevelopment area, and draft any refinements to property and public streets potential	Revise land use estimate	Task complete.
A.3.3 Review refined mapping and database developed through the RAA, if needed.	Revise mapping and database, if needed.	Tool to be available in first half of FY 17-18.
<b>A.4 Develop phasing plan for GI project opportunities</b> consistent with timeframes of required Mercury and PCB load reductions, by 2020, by 2030, and by 2040; building from the work in identifying potential projects <b>to achieve target load reductions and target amounts of impervious surface, from public and private projects, to be retrofitted</b> over the same time schedule.		
A.4.1 Review volume/sediment capture goals to meet TMDL implementation milestones established through RAA.	Draft capture goals.	Town contribution to task complete.
<b>A.5 Define the methodology for integration of the GI project opportunities phasing plan into Permittee's long-term planning and capital improvement plans and processes.</b> This should include projects that are intended to be implemented following the current permit term; those that are intended to be implemented to achieve the 2030 and 2040 load reduction targets. <sup>1</sup>		
A.5.1 Review draft model methodology.	Prepare draft methodology.	Review 1 <sup>st</sup> quarter FY 17-18.
A.5.2 Review and finalize model methodology.	Refine methodology.	Review and comment on final draft, early November 2017. Accept final model methodology, December 2017.
<b>A.6 Develop and integrate prioritization of GI Potential and Planned Projects into GI Plan for adoption.</b>	Begin 2nd quarter FY 17/18 and complete for inclusion in Annual Report submittal of September 30, 2019	

<sup>1</sup> The workplan for completion of prioritized projects, those to be completed by 2020, is included in section F below, related to Provision C.3.j.i.(2)(j) of the MRP.

**B. Develop process for tracking and mapping completed projects (C.3.j.i.(2)(d))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>B.1 Work with SMCWPPP through GI TAC to identify model methodology for mapping and finalizing database information for projects as they are completed.</b>	Develop publicly accessible element of web-based mapping and data tool.	July through mid-October 2017.
<b>B.2 Identify Permittee-specific department/division responsibilities for mapping and finalizing database information as projects are completed.</b>	Support per member agency request.	December 2017 and February 2018.
<b>B.3 Permittees implement pilot period of mapping and database management. During this period the public "portal" of the web-based mapping and data tool will also be piloted.</b>	Support per member agency request.	Mid-February thru mid-May 2018.
<b>B.4 (See SMCWPP Support tasks).</b>	Peer and SMCWPPP review of pilot period mapping and database revisions.	Late May 2018.
<b>B.5 (See SMCWPP Support tasks).</b>	Refine web-based tool for use by member agencies.	June 2018.
<b>B.6 Permittees' refine and implement tracking procedures, defined under Item A above, and SMCWPPP refines the public "portal."</b>	Support per member agency request.	Start FY 18-19 and continue through permit term (December 31, 2020).

**C. Develop overall Green Infrastructure guidelines, standard specifications, and design details (C.3.j.i.(2)(e)-(f))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>C.1 Work with SMCWPPP through GI TAC to develop model San Mateo countywide guidelines, standard specifications, and design details, the <i>San Mateo County Model Green Infrastructure Guidelines and Standards</i>, to implement the range of functions associated with projects, such as: street use for stormwater management and treatment; safe pedestrian travel; use as public space; for bicycle, transit, and vehicle movement; and as locations for urban forestry. These will also include identification of needs and model procedures for coordinated and consistent plan review of private projects, scoping and design for public projects, provisions for public/private implementation and maintenance agreements, and operations and maintenance.</b>		
C.1.1 Review model guidelines and standards reference documents memorandum.	Research reference documents, prepare memorandum.	Task complete.
C.1.2 Review proposed reorganization of model guidelines and standards approach.	Prepare proposed approach.	Task complete.

Member Agency Task	SMCWPPP Support	Timeframe
C1.3 Review revised scope and schedule for SMCWPPP preparation of model document	Prepare revised scope and schedule	Task complete.
C.1.4 Review draft samples of guidelines and standards sections and provide comments to SMCWPPP.	Prepare draft samples.	Task complete.
C.1.5 Participate in GI TAC workshop to give direction on approach for full model guidelines and standards, refinements to approach, level of detail, etc. based on review sample guidelines and standards	Facilitate GI TAC Workshop	Task complete.
C.1.6 Review full TAC draft of model guidelines and standards and provide comments to SMCWPPP.	Prepare draft model documents.	August 2017.
C.1.7 Approve final comprehensive draft of the model guidelines and standards.	Prepare final model documents.	November 2017.
<b>C.2 Revise existing guidelines, standard specifications, design details, departmental procedures, etc. as needed given the implementation approach for specific Permittees.</b>		
C.2.1 Use web-based platform, provided by SMCWPPP as jurisdiction resource for revising various guidelines and standards documents. <sup>2</sup>	Support per member agency request.	Nov. 2017 thru Feb. 2018.
C.2.2 Provide feedback to SMCWPPP regarding utility of web-based resource platform.	Revise model documents, as needed.	By end of February 2018.
C.2.3 Finalize Permittee specific development of guidelines and standards; Permittees may choose to adopt the model guidelines and standards.	Support per member agency request.	Start mid-May 2018 and finish approval/adoption by September 30, 2019.

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<sup>2</sup> The concept is to make it a resource that would provide access to the model language documents and to also serve as a clearing house for documents that are prepared by Member Agencies. This would be similar to the "21 Elements: Housing Element Update Kit" website (21elements.com).

**D. Develop requirements for design of projects to meet hydromodification sizing requirements or other accepted sizing requirements (C.3.j.i.(2)(g))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>D.1 Work through SMCWPPP and its GI TAC to coordinate with the BASMAA Development Committee's work on a single approach for how to proceed should project constraints preclude fully meeting the C.3.d sizing requirements.</b>		
D.1.1 Review BASMAA draft recommendations on single approach, <u>not related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. April 2017. TAC review, est. August 2017.
D.1.2 Review BASMAA draft recommendations on single approach, <u>related</u> to hydromodification, through SMCWPPP GI TAC; provide comments to BASMAA and their consultant.	Provide GI TAC with comments on BASMAA draft single approach.	SMCWPPP review, est. mid-March thru April 2018. TAC review, est. May 2018.
D.1.3 Integrate final single approach from BASMAA into GI Plan.	Support per member agency request.	Begin in est. August 2018.

**E. Planning document update, summary of updates, and workplan for future plans (C.3.j.i.(2)(h)-(i))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>E.1 Work through SMCWPPP through the GI TAC to develop model planning document update language.</b>		
E.1.1 Permittees provide existing planning documents to <b>SMCWPPP</b> for review.	Document and review planning documents.	Task complete.
E.1.2 Review draft model plan update materials from <b>SMCWPPP</b> .	Prepare model plan update report.	Task complete.
E.1.3 Begin utilizing final model planning update materials to revise Permittee-specific documents; see below for further details.	Finalize model plan update report. Support per member agency request.	Begin in June 2017.

Member Agency Task	SMCWPPP Support	Timeframe
<b>E.2 Make modifications to Permittee-specific planning documents.</b>		
E.2.1 Make needed modifications to planning documents that are currently being updated or created, <u>for other purposes</u> , during the preparation of development of model language, to the extent feasible.	Support per member agency request.	Work of priority/in-progress plans can begin in January 2017 using draft model language and complete for inclusion in the GI Plan.
E.2.2 Draft modifications or updates to each existing planning document, needing this effort, to appropriately incorporate green infrastructure requirements.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.2.3 Take modified or updated planning documents through necessary public review and approval/adoption processes; see below related to future planning documents.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete prior to end of the permit term (December 31, 2020).
<b>E.3 Develop a summary of planning documents that have been updated or modified to incorporate green infrastructure requirements and improvements.</b>		
E.3.1 Draft summary of modifications made to planning documents as they move through the approval/adoption process, and integrate into Green Infrastructure Plan.	Support per member agency request.	Begin during or before FY 17-18 and complete "these modifications as a part of completing the Green Infrastructure Plan, and by not later than the end of the permit term."
<b>E.4 Develop a workplan for on-going integration of language to incorporate green infrastructure requirements in future planning documents.</b>		
E.4.1 Work with SMCWPPP through the GI TAC to develop model language for appropriate policies and/or procedures to ensure language is integrated into future documents.	Develop Model Language.	Task complete.
E.4.2 Draft Permittee-specific policies and/or procedures.	Support per member agency request.	Start in June 2017 and complete with enough time to allow for public review and approval/adoption process.
E.4.3 Take Permittee-specific policies and/or procedures through necessary public review and approval/adoption processes.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. <sup>2</sup>

Member Agency Task	SMCWPPP Support	Timeframe
E.4.4 Summarize Permittee-specific policies and/or procedures and their approval/adoption in Permittee's GI Plan.	Support per member agency request.	Begin in Fall 2017 (or sooner) and complete for inclusion in the GI Plan. <sup>2</sup>

**F. Workplan for completion of prioritized projects (C.3.j.i.(2)(j))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>F.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
F.1.1 Discussions at GI TAC regarding potential for support and definition of scope, if needed.	Prepare for and facilitate GI TAC discussions.	Task complete.
<b>F.2 Preparation of Permittee-specific workplan to complete prioritized projects.</b>		
F.2.1 Develop and integrate into GI Plan for adoption.	To be determined.	Begin during FY 17-18 and complete for inclusion in the GI Plan.

**G. Evaluation of Funding Options (C.3.j.i.(2)(k))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>G.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
G.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Task complete.
G.1.2 Begin efforts on this work item.	To be determined.	Begin during FY 17-18.
<b>G.2 Preparation of Permittee-specific evaluation of funding options for inclusion in each Permittee's Green Infrastructure Plan.</b>		
G.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan.

**H. Adopt other policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation (C.3.j.i.(3))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>H.1 Determine need for SMCWPPP support to member agencies for this task.</b>		
H.1.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during January 2017 and May 2017 TAC Meeting. (Ongoing discussion in progress)

H.1.2 Begin implementing SMCWPPP support on this work item.	To be determined.	During FY 17-18 in coordination with development of draft model planning update materials.
<b>H.2 Preparation and adoption of Permittee-specific policies, ordinances, and/or other legal mechanisms to ensure Green Infrastructure Plan implementation.</b>		
H.2.1 Develop and integrate into GI Plan for adoption.	Support per member agency request.	Begin during FY 17-18 and complete for inclusion in the GI Plan.

**I. Conduct outreach and education with public, staff, and elected officials (C.3.j.i.(4))**

Member Agency Task	SMCWPPP Support	Timeframe
<b>I.1 Conduct public outreach through the efforts being defined in the Five-Year Public Education and Outreach Strategic Plan.</b>		
I.1.1 Review and finalize the Five-Year Public Education and Outreach Strategic Plan.	Prepare draft and final strategic plan.	Begin in 3 <sup>rd</sup> quarter of FY 16/17.
I.1.2 Implement the Five-Year Public Education and Outreach Strategic Plan as a coordinated SMCWPPP and member agency effort.	On-going support of member agency efforts. Implementation of countywide efforts.	Currently and throughout the permit period.
<b>I.2 Determine scope of SMCWPPP efforts in supporting training of member agency staff, and implement support.</b>		
I.2.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings. (Ongoing discussion in progress)
I.2.2 Implement support of training of member agency staff.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 <sup>th</sup> quarter of FY 16-17.
<b>I.3 Determine scope of SMCWPPP efforts in supporting educating member agency elected officials, and implement support.</b>		
I.3.1 Discussions with GI TAC regarding potential for support and definition of scope.	Prepare for and facilitate GI TAC discussions.	Discuss with TAC during May 2017 TAC Meetings. (Ongoing discussion in progress)
I.3.2 Implement support of education of member agency elected officials.	On-going support of member agency efforts. Implementation of countywide efforts.	Begin in 4 <sup>th</sup> quarter of FY 16-17. (Task in progress)

**J. Report on Green Infrastructure Planning Efforts (C.3.j.i.(5))**

Member Agency Task	SMCWPPP Support	Timeframe
J.1 Each Permittee shall submit documentation in the 2017 Annual Report that its framework or workplan for development of its Green Infrastructure Plan was approved by its governing body, mayor, city manager, or county manager.	Support per member agency request.	Complete GI Workplans by June 30, 2017 and submit as part of 2017 Annual Report by September 30, 2017.
J.2 Each Permittee shall submit its completed Green Infrastructure Plan with the 2019 Annual Report.	Support per member agency request.	Complete and submit by September 30, 2019 as part of 2019 Annual Report.
J.3 Each Permittee shall submit documentation of its legal mechanisms to ensure implementation of its Green Infrastructure Plan with the 2019 Annual Report. [related to Provision C.3.j.i.(3), see section H above.]	Support per member agency request.	Complete and submit as part of 2019 Annual Report.
J.4 Each Permittee shall submit a summary of its outreach and education efforts in each Annual Report.	Support per member agency request.	Complete and submit by September 30 <sup>th</sup> of each permit term year: 2016 through 2020.